



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

BDE PROCEDURE MEMORANDUM

NUMBER: I-00

SUBJECT: New Series of BDE Procedure Memorandums

DATE: April 3, 2000

This memorandum supersedes BDE Procedure Memorandum 92-1, dated September 16, 1992.

With the issuance of the BDE Manual, we have eliminated the need for most of the current BDE Procedure Memorandums because their contents have been incorporated into the Manual. We also have incorporated the contents of most of the outstanding Design Memorandums and BLE Procedure Memorandums. To consolidate the remaining memorandums, we are hereby initiating a new series of BDE Procedure Memorandums. This new series will have a different format and numbering system and will replace the previous BDE Procedure Memorandums, Design Memorandums, and BLE Procedure Memorandums. Effective with this transmittal, we are deleting all previously issued memorandums in these series. The attached indexes indicate the disposition of the content of each memorandum. (We also are attaching an index that shows the disposition of sections from the former Design Manual and Location and Environment Manual. This information is not directly related to the new series of Procedure Memorandums but we believe it is appropriate to issue it with the other information on disposition of previous policy and procedures.)

As each item number in the new Procedure Memorandum series is assigned to a transmittal, the number will stay with that subject until such time as the number may be retired. An original transmittal will use the item number within the series followed by the last two digits of the year of issuance. Any future updates to that transmittal will use the original item number but will end with the last two digits of the year of the update. If more than one update to a given memorandum is issued in the same year, the number will include a letter suffix after the item number.

At this time, we are issuing the first group of memorandums in the new series, along with an index for those memorandums. We will continue to use BDE Procedure Memorandums as the means for disseminating changes in procedures and policies in the interim between the issuance of annual updates to the BDE Manual.

Engineer of Design and Environment Michael L. Hine

Attachments

**DISPOSITION OF
BDE PROCEDURE MEMORANDUMS
Original Series**

Memo No.	Subject	Disposition
92-1	BDE Procedure Memoranda	Revised and reissued as BDE Procedure Memorandum 1-00, April 3, 2000.
95-2	Evaluation of Consultant's Performance	Incorporated in Chapter 8 of the BDE Manual, 11/99.
93-3(R)	Criteria for Coordination with SCS & IDOA	Incorporated in Section 26-10 of the BDE Manual, 10/97.
93-4	Environmental Class of Action Determination Procedures	Incorporated in Section 23-2 of the BDE Manual, 10/97.
93-5	Material Selection at Intersections	Incorporated in Section 54-1.05 of the BDE Manual, 11/99.
96-6	Environmental Class of Action Determination Process: Guidance for Resource Impact Analysis and Documentation	Incorporated in Section 23-2 of the BDE Manual, 10/97.
93-7	Pavement Patching of State Highways Including Interstate Highways	Incorporated in Chapter 53 of the BDE Manual, 11/99.
96-8	Planning/Design Phase Special Waste Procedures	Incorporated in Section 27-2 of the BDE Manual, 10/97.
94-9	Booklet - Criteria for Metric Highway Design	Incorporated in Part V of the BDE Manual, 11/99.
94-10	Earthwork	Incorporated in Section 64-2.02 of the BDE Manual, 10/97.
94-11	Daily Production Rates	Incorporated in Section 66-2.03 of the BDE Manual, 10/97.
94-12	Accessibility Standards for the Disabled	Incorporated in Section 58-1 of the BDE Manual, 11/99.
94-13	Indirect and Cumulative Impacts	Incorporated in Section 22-6.02 of the BDE Manual, 10/97.
94-14	Supplemental Design Guidelines For Expressways	Incorporated in Chapter 45 of the BDE Manual, 11/99.
94-15	Change in AD 1006 Form Requirements	Incorporated in Section 26-10 of the BDE Manual, 10/97.
94-16	Selection of Full Depth Asphalt Pavement Surface Course Thickness and Asphalt Cement Grade	Reissued as BDE Procedure Memorandum 11-00, April 3, 2000.
95-17	Quality Assurance/Quality Control Guidelines for Work By Consulting Engineers	Reissued as BDE Procedure Memorandum 16-00, April 3, 2000.
95-18	Coordination with the Department of the Interior	Incorporated in Section 22-5.04 of the BDE Manual, 10/97.
97-19	Pipe Culverts and Storm Sewers	Reissued as BDE Procedure Memorandum 13-00, April 3, 2000.

**DISPOSITION OF
BDE PROCEDURE MEMORANDUMS
Original Series**

Memo No.	Subject	Disposition
95-20	Revised "3 R" Policies in Metric Units for Arterials, Collectors, and Unmarked Routes on the State Highway System	Incorporated in Chapter 49 of the BDE Manual, 11/99.
95-21	Policies and Procedures for Accommodating Bicycle Travel in Highway Improvements	Incorporated in Chapter 17 of the BDE Manual, 6/99.
95-22	FHWA Oversight & Involvement on Federal-aid Projects	Revised and reissued as BDE Procedure Memorandum 7-00, April 3, 2000.
95-23	New Truck Lengths Authorized on State Highways	Incorporated in Section 36-1.08 of the BDE Manual, 11/99.
96-24	Soliciting Views from the Public and Interested Persons for Historic Preservation Act Compliance	Incorporated in Section 26-5 of the BDE Manual, 10/97.
96-25	Change in Mailing Address for Circulating Environmental Impact Statements to the USEPA	Deleted April 3, 2000. (No longer needed since FHWA handles submittals of DEISs and FEISs to USEPA in Washington.)
97-26	Specialty Items	Incorporated in Section 63-4.04 of the BDE Manual, 10/97.
97-27	Surplus Excavation Disposal	Reissued as BDE Procedure Memorandum 9-00, April 3, 2000.
97-28	Intersection Design Near Railroads	Incorporated in Section 36-8 of the BDE Manual, 11/99.
97-29	Report Format for 3P and SMART Projects	Incorporated in Section 12-3.08 of the BDE Manual, 11/99.
97-30	Responding to Freedom of Information Act Requests for Special Waste Investigation Information	Incorporated in Section 27-2.10 of the BDE Manual, 11/99.
97-31	Cooperating Agency Contact Procedures	Incorporated in Sections 24-2 and 25-2 of the BDE Manual, 10/97.
98-32	Erosion and Sediment Control	Incorporated in Section 59-8 of the BDE Manual, 11/99.
99-33	Value Engineering Program	Reissued as BDE Procedure Memorandum 5-00, April 3, 2000.
99-34	Roadside Seeding in Areas Disturbed By Construction	Reissued as BDE Procedure Memorandum 14-00, April 3, 2000.
00-35	Procedures to Minimize Motorists' Costs and Inconvenience	Reissued as BDE Procedure Memorandum 15-02, April 19, 2002.

**DISPOSITION OF
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*Original Series***

Memo No.	Subject	Disposition
00-36	Architectural and Engineering Report and Negotiation Guidelines for Engineering Agreements and Supplements	Refer to BDE Procedure Memorandum 17-02, 6/7/02

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DISPOSITION OF DESIGN MEMORANDUMS

Memo No.	Subject	Disposition
95-1	Introduction of Numbered Design Memoranda	Deleted April 3, 2000.
2		Deleted previously.
87-3	Special Provisions and Incidental Work	Incorporated in Sections 66-1.03 and 66-1.04 of the BDE Manual, 10/97.
87-4	Project Files Documentation	Reissued as BDE Procedure Memorandum 2-00, April 3, 2000.
96-5	Mailbox Turnouts	Incorporated in Section 58-5 of the BDE Manual, 11/99.
87-6	Local Participation in Spot Safety Improvement Projects	Reissued as BDE Procedure Memorandum 6-00, April 3, 2000.
95-7	Bituminous Concrete Surface Course Class I on Waterproofed Bridge Decks	Incorporated in Section 53-4.02 of the BDE Manual, 11/99.
95-8	Selection of Highway Design Grades	Incorporated in Section 33-6.04 of the BDE Manual, 11/99.
95-9	Architectural and Engineering Report and Negotiation Guidelines for Engineering Agreements and Supplements	Incorporated in Chapter 8 of the BDE Manual, 11/99. Also refer to BDE Procedure Memorandum 17-02, 6/7/02.
95-10	Bridge Omission Tapers	Incorporated in Section 49-3.09 of the BDE Manual, 11/99.
11		Deleted previously.
95-12	Land Survey Monuments	Reissued as BDE Procedure Memorandum 3-00, April 3, 2000.
95-13	Joint Local Agency-State Agreements	Incorporated in Section 5-1.03 of the BDE Manual, 11/99.
14		Deleted previously.
15		Deleted previously.
95-16	Reflective Cracking of Bituminous Concrete Overlays	Incorporated in Section 53-4.01 of the BDE Manual, 11/99.
17		Deleted previously.
87-18	Temporary Bridges	Incorporated in Section 55-3.09 of the BDE Manual, 11/99.
87-19	Bridge Embankment Quantities	Incorporated in Section 66-2.04 (G) of the BDE Manual, 10/97.
90-20	Rules and Regulations Governing Sealing of Abandoned Water Wells	Reissued as BDE Procedure Memorandum 4-00, April 3, 2000.
95-21	Bridge Condition Reports	Incorporated in Section 39-3.02 of the BDE Manual, 11/99.

DISPOSITION OF DESIGN MEMORANDUMS

Memo No.	Subject	Disposition
87-22	Prefinal Review of District Prepared Plans	Incorporated in Section 66-4 of the BDE Manual, 10/97.
23		Deleted previously.
87-24	General Hydraulics-Hydraulic Data	Incorporated in Chapter 40 of the BDE Manual, 11/99.
95-25	Temporary Sidewalks During Construction	Incorporated in Section 17-3.06 of the BDE Manual, 11/99.
87-26	Federal Participation in Stockpiling of Salvage Materials	Reissued as BDE Procedure Memorandum 8-00, April 3, 2000.
95-27	Plan Preparation and Field Location of Utilities	Incorporated in Chapter 6 of the BDE Manual, 11/99.
87-28	Submittal of Detailed Plans to Utility Companies	Incorporated in Chapter 6 of the BDE Manual, 11/99.
96-29	Guidelines for Upgrading Existing Interstate Routes for Safety Features	Incorporated in Chapter 50 of the BDE Manual, 11/99.
95-30	Settlement of Bridge Approach Shoulders	Incorporated in Section 53-4.06 of the BDE Manual, 11/99.
95-31	Bridge Improvement Coordination	Incorporated in Chapter 39 of the BDE Manual, 11/99.
32		Deleted previously.
90-33	Deck Slab Repair Quantities	Incorporated in Section 66-4.01 of the BDE Manual, 10/97.
34		Deleted previously.
95-35	General Hydraulics – Division of Water Resources Permit Criteria	Incorporated in Chapter 40 of the BDE Manual, 11/99.
95-36	Revisions to Approved Design Reports, Project Reports and Public Commitments	Incorporated in Chapter 64 and Part III of the BDE Manual, 10/97.
37		Deleted previously.
38		Deleted previously.
39		Deleted previously.
95-40	Reduced Traffic Control for Roads Closed to Through Traffic	Incorporated in Chapter 55 of the BDE Manual, 11/99.
95-41	Rehabilitation of Interstate Shoulders Not Associated with Pavement Resurfacing	Incorporated in Section 53-4.06 of the BDE Manual, 11/99.
95-42	Erosion Control	Incorporated in Section 59-8 of the BDE Manual, 11/99.
95-43	Subgrade Construction Under Rigid Pavements	Reissued as BDE Procedure Memorandum 10-00, April 3, 2000.
44		Deleted previously.
96-45	Guidelines For Resurfacing of Highways on the State System including Interstate Highways	Incorporated in Section 53-4 of the BDE Manual, 11/99.

DISPOSITION OF DESIGN MEMORANDUMS

Memo No.	Subject	Disposition
95-46	Pavement Subsealing	Incorporated in Section 53-4 of the BDE Manual, 11/99.
95-47	Policy for the Use of Bituminous Surfaces	Incorporated in Section 53-4.02 of the BDE Manual, 11/99. (<i>The content of Section 53-4.02 is modified by BDE Procedure Memorandum 12-00, dated April 3, 2000.</i>)
95-48	Policy for Documentation of Floodplain Encroachment Designs	Incorporated in Chapter 40 of the BDE Manual, 11/99.
49		Deleted previously.
95-50	Earthwork Quantities for Separate Grading and Paving Contracts	Incorporated in Section 64-2.04(b) of the BDE Manual, 10/97.
95-51	Trees	Incorporated in Chapter 59 of the BDE Manual, 11/99.
95-52	Rehabilitation of Interchange Ramps	Incorporated in Section 53-4.05 of the BDE Manual, 11/99.
95-53	Policy for Incentive and Disincentive Clauses	Incorporated in Section 66-2.04 of the BDE Manual, 10/97.
95-54	Shoulder Rumble Strips	Incorporated in Section 53-4.06 of the BDE Manual, 11/99.
55		Deleted previously.
56		Deleted previously.
92-57	Documentation of the Hydraulic Design of Pavement and Roadside Drainage Facilities	Incorporated in Chapter 40 of the BDE Manual, 11/99.

**DISPOSITION OF
BLE PROCEDURE MEMORANDUMS**

Memo No.	Subject	Disposition
95-1	Federal Freedom of Information Act and Preliminary Environmental Documents	Incorporated in Section 22-3.11 of the BDE Manual, 10/97.
95-2	Integrated Process for Environmental Surveys, Studies, and Associated Preliminary Coordination	Incorporated in Section 27-1 of the BDE Manual, 10/97.
95-3	Assessment and Documentation of Floodplain Encroachments for Federal-aid Projects	Incorporated in Section 26-7 of the BDE Manual, 10/97.
95-4	Procedures/Documentation Requirements for Use of the Categorical Exclusion Nationwide Section 404 Permit	Incorporated in Section 28-4 of the BDE Manual, 10/97.
95-5	Coordination of Projects with the Corps of Engineers	Incorporated in Section 22-5.03 and Section 28-4 of the BDE Manual, 10/97.
95-6	Coordination of Projects Involving Federal Lands	Incorporated in Section 22-5.02 of the BDE Manual, 10/97.
95-7	Applicability of Section 4(f) to Wetlands	Incorporated in Section 26-2.04(c) of the BDE Manual, 10/97.
95-8	Historic Bridges; Programmatic Section 4(f) Evaluation and Approval	Incorporated in Part III, Appendix A of the BDE Manual, 11/99.
95-9	Applicability of Section 4(f) to Architecturally Significant Historic Buildings	Incorporated in Section 26-2.04(d) of the BDE Manual, 10/97.
95-10	Programmatic Section 4(f) Evaluations and Approvals for Minor Improvements	Incorporated in Part III, Appendix A of the BDE Manual, 11/99.
95-11	Section 4(f) "Constructive Use"	Incorporated in Section 26-2.08 of the BDE Manual, 10/97.
95-12	CERCLIS List - Use and Documentation in Reports	Incorporated in Section 22-6.03 of the BDE Manual, 10/97.
95-13	Bridges on Curve	Incorporated in Section 32-3.07 of the BDE Manual, 11/99.
95-14	Effort to Reduce the Degree of Skew on Bridges	Incorporated in Section 39-4.09 of the BDE Manual, 11/99.
95-15	Rehabilitation of High Speed, Multi-Lane Highways	Incorporated in Part V of the BDE Manual, 11/99.
95-16	Interchange Ramp Terminal Cross-Sections	Incorporated in Chapter 37 of the BDE Manual, 11/99.
95-17	Processing of Project Reports for the Highway Safety Program	Incorporated in Section 12-5.07 of the BDE Manual, 11/99.
95-18	Review and Processing of Design Reports, Project Reports and Other Related Documents	Incorporated in Section 12-5 of the BDE Manual, 11/99.

**DISPOSITION OF
BLE PROCEDURE MEMORANDUMS**

Memo No.	Subject	Disposition
95-19	Processing Access Control Revisions for Freeways/Expressways on the State Highway System	Incorporated in Chapter 37 of the BDE Manual, 11/99.
95-20	Changes in Access to the Interstate or State Freeway System	Incorporated in Chapter 35 of the BDE Manual, 11/99.
95-21	Traffic Signal Warrants for Improvements Involving Existing Traffic Signals	Incorporated in Section 57-4.04 of the BDE Manual, 11/99.

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Disposition of Design Manual Sections

Design Manual Section

New BDE Manual Chapter

Section 1 Administration:

<u>Subject I-000 Organization and Functions</u>	<u>Chapter 1 Organizations and Functions</u>
<u>Subject I-100 Highway Systems</u>	<u>Chapter 43 Highway Systems</u>
<u>Subject I-200 Programming</u>	<u>Omitted</u>
<u>Subject I-300 Highway Financing</u>	<u>Omitted</u>
<u>Subject I-400 Agreements</u>	<u>Chapter 5 Local Agency Agreements</u>
<u>Subject I-500 Consulting Engineering Firms</u>	<u>Chapter 8 Consultant Projects</u>

Section 2 General Design Policies:

<u>Subject 2-000 General</u>	<u>Part V Design of Highway Types</u>
<u>Subject 2-100 Highway Hardware</u>	<u>Chapter 38 Roadside Safety</u>

Section 3 Location and Planning:

<u>Topics 3-001 and 3-020 Planning and Location</u>	<u>Chapter 11 Phase I Studies</u>
<u>Topic 3-060 Federal-Aid Programming</u>	<u>Omitted</u>
<u>Topic 3-070 Access Control Fencing</u>	<u>Chapter 35 Access Control</u>
<u>Topic 3-080 Establishing a Freeway</u>	<u>Chapter 12 Phase I Study Reports</u>
<u>Topic 3-090 Road Closures</u>	<u>Chapter 11 Phase I Studies</u>
<u>Subject 3-100 Utility Adjustments</u>	<u>Chapter 6 Utility Accommodation</u>
<u>Subject 3-200 Railroad-Highway Improvements</u>	<u>Chapter 7 Railroad Coordination</u>
<u>Subject 3-300 Roadside Development</u>	<u>Chapter 59 Landscaping / Erosion Control</u>
<u>Subject 3-400 Weighing Stations</u>	<u>Chapter 16 Rest Areas and Weigh Stations</u>
<u>Subject 3-500 Rest Areas</u>	<u>Chapter 16 Rest Areas and Weigh Stations</u>
<u>Subject 3-600 Highway Lighting</u>	<u>Chapter 56 Highway Lighting</u>

<u>Section 4 Bridges and Structures</u>	<u>Chapter 39 Structure Planning/Geometrics</u>
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<u>Section 5 Surveying</u>	<u>Omitted (Aerial Surveys to Furnish)</u>
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<u>Section 6 Drainage</u>	<u>Chapter 40 General Drainage Procedures</u>
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<u>Section 7 Pavement Design</u>	<u>Chapter 54 Pavement Design and</u> <u>Chapter 53 Pavement Rehabilitation</u>
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Section 8 Plan Development/Contract Letting

<u>Topic 8-010 Maintaining Traffic</u>	<u>Part VII Plans and Contracts</u> <u>Chapter 55 Maintenance and Protection of</u> <u>Traffic Through Work Zones</u> <u>Chapter 14 Work Zone Traffic Management</u> <u>Studies</u>
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Disposition of L&E Manual Sections

L&E Section

New BDE Manual Chapter

Section 1 Administration

<u>Chapter 1 Organizations and Functions</u>
<u>Chapter 2 Project Development Network (Phase I)</u>
<u>Chapter 3 Project Development Network (Phase II)</u>

<u>Section 2 General Design Policies</u>	<u>Part IV Roadway Design Elements</u>
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<u>Section 3 Engineering Policies</u>	<u>Chapter 14 Intersection Design Studies</u> <u>Chapter 15 Interchange Design Studies</u> <u>Chapter 17 Bicycle And Pedestrian Facilities</u>
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<u>Section 4 Public Involvement</u>	<u>Chapter 19 Public Involvement Guidelines</u>
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<u>Section 5 Location Studies</u>	<u>Chapter 11 Corridor and Design Studies</u> <u>Chapter 12 Phase I Engineering Reports</u>
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<u>Section 6 Environment</u>	<u>Part III Environmental Procedures</u>
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